POSITION TASK BOOK FOR THE POSITION OF

Type 3
ALL-HAZARDS
INCIDENT COMMANDER
(ICT3-AH)

Version: January 2015

POSITION TASK BOOK ASSIGNED TO
INDIVIDUAL'S NAME
DUTY STATION
PHONE NUMBER
E-MAIL
POSITION TASK BOOK INITIATED BY
OFFICIAL'S NAME
TITLE
DUTY STATION
PHONE NUMBER
E-MAIL
POSITION TASK BOOK WAS INITIATED
LOCATION
DATE

EVALUATOR

DO NOT COMPLETE THIS UNLESS YOU ARE RECOMMENDING THE TRAINEE FOR CERTIFICATION

VERIFICATION/CERTIFICATION OF COMPLETED POSITION TASK BOOK FOR THE POSITION OF:

ALL HAZARDS INCIDENT COMMANDER TYPE 3

FINAL EVALUATOR'S VERIFICATION:

I verify all tasks have been performed and are documented with appropriate initials.

I also verify _____
has performed as a trainee and should therefore be considered for certification in this position.

FINAL EVALUATOR'S SIGNATURE:
DATE:
EVALUATOR'S PRINTED NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
E-MAIL:

CERTIFYING OFFICIAL FOR CERTIFICATION:

I certify _____
has met all requirements for qualification in this position is certified for the position.

OFFICIAL'S SIGNATURE:
DATE:
OFFICIAL'S NAME:
TITLE:
DUTY STATION:
PHONE NUMBER:
EMAIL:

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)
INCIDENT COMMAND SYSTEM (ICS)
POSITION TASK BOOKS (PTBs)

Position Task Books (PTBs) are designed to be used by any individual (trainee) interested in becoming certified under the National Incident Management System (NIMS). The PTB's are intended to be used to document experiences that indicate successful completion of tasks specific to an Incident Command System (ICS) position. The performance requirements for each position are associated with core ICS competencies, behaviors and tasks as suggested to the Federal Emergency Management Agency (FEMA) by a multi-disciplined, highly-experienced expert panel.

Trainees are evaluated during this process by qualified evaluators, and the trainee's performance is documented in the PTB for each task by the evaluator's initials and date of completion. An Evaluation Record will be completed by all evaluators documenting the trainee's progress after each evaluation opportunity.

Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation to the "authority having jurisdiction" (of the trainee), that the trainee be certified in that position. Evaluation and confirmation of the trainee's performance while completing all tasks will normally require more than one training assignment and several different evaluators. Incidents lasting several days may involve multiple evaluators. Tasks may be evaluated on incidents, in a classroom simulation, in training and HSEEP compliant functional or full scale exercises and in other work situations as long as there is a qualified evaluator.

It is important performances be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated.

The Interstate Incident Management Team Qualifications System [IIMTQS] Guide lists the definitions for trainee, evaluator, training officer and authority having jurisdiction.

Responsibilities:
1. **Authority having jurisdiction (AHJ)**:
   - Select trainees based on the needs of their organization or to fulfill their obligations to contribute to Incident Management Teams or other Mutual Aid agreements.
   - Provide opportunities for evaluation and/or making the trainee available for evaluation.
2. The **Individual/ Trainee:**
   - Reviewing and understanding instructions in the PTB.
   - Identifying desired objectives/goals whenever an opportunity for evaluation is recognized.
   - Providing background information to an evaluator.
   - Assuring the evaluation record is complete.
   - Completing all tasks for an assigned position within the timeframe allowed for that position. All tasks with an approval older than the allowed timeframe must be reevaluated.
   - Notifying the local AHJ /training officer when the PTB is completed, and obtaining a signature recommending certification.
   - Retaining the original PTB and provide a copy of the PTB to the appropriate individual/department to obtain a qualification from your agency.
3. **Evaluator(s)**:
   - Being qualified and proficient in the evaluated position.
   - Meeting with the trainee and determining past experience, current qualifications and desired objectives/goals.
   - Reviewing tasks with the trainee.
   - Explaining to the trainee the evaluation procedures that will be utilized and which tasks may be performed during the evaluation period.
   - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task to indicate satisfactory performance. Unsatisfactory performance should also be documented.
   - Completing the Evaluation Form found at the end of each PTB.
   - Completing an Incident Personnel Performance Rating (ICS 225) form.
4. The **Final Evaluator:**
   - Being qualified and proficient in the position being evaluated.
   - Reviewing the trainee's record to ensure completeness.
   - Signing the verification statement on page 2 of the PTB when all tasks have been initialed.
   - Ensuring all tasks have been completed within the three years prior to submission for final approval. Any task with an approval older than three years must be reevaluated and brought up to date.
5. **Training Officer:**
   - Providing the correct version of the PTB to the individual in order to document performance.
   - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
   - Tracking progress of the trainee.
   - Identifying incidents or situations where the trainee may have evaluation opportunities.
   - Identifying and assigning an evaluator who can provide a positive experience for the trainee, when the evaluation opportunity is within the AHJ's jurisdiction.
   - Receiving and filing documentation from the assignment.
6. **AHJ Designee**
   - Issuing the PTB to document task performance.
   - Explaining to the trainee the purpose and processes of the PTB as well as the trainee's responsibilities.
   - Tracking progress of the trainee.
   - Identifying incident evaluation opportunities.
   - Identifying and assigning an evaluator who can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
   - Documenting the assignment.
   - Conducting progress reviews.
   - Conducting a closeout interview with the trainee and evaluator and assuring documentation is proper and complete.

Competencies, Behaviors and Tasks:

Each Position Task Book lists the performance requirements (tasks) for specific positions set by the ICS competencies and behaviors (September 2007) recognized by FEMA's National Integration Center and posted to the NIMS Resource Center Web site, http://www.fema.gov/emergency/nims/.

There are numerous bullet statements listed under each task. The bullet statements are listed as guidelines/examples for the evaluator to follow to insure that the intent of the task has been completed. Not all bullet statements for a task are required to be completed if the overall intent of the task has been satisfied.

Each task has a code associated with the type of training assignment where the task may be completed. **Definitions for these codes are below**. While tasks can be performed in any situation, they must be evaluated on the specific type of incident/event for which they are coded.

Tasks coded I must be evaluated on an incident/event, and so on. Performance of any task on other than the designated assignment is not valid for qualification.

If more than one code is listed, the task may be completed on any of the listed situations (e.g. If code I, O1 and O2 are listed, the task may be completed on any of the three listed). The evaluator should circle the evaluation code the task was evaluated at.

O1 = Task can be performed on a Planned Event, HSEEP compliant or Full Scale Exercise with equipment deployment which is managed under the Incident Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.

O2 = Task can be performed on an Exercise which is managed under the Incident Command System (ICS). Examples of exercises that may employ ICS include oil spill, search and rescue, hazardous material response, and fire.

O3 = Training or Daily Job environment that tests knowledge/skills associated with the task.

O4 = Task can be performed during an ICS course classroom environment that tests knowledge/skills associated with the task.

I = Task must be performed on an incident, which is managed under the Incident Command System (ICS). Examples of incidents that may employ ICS include oil spill, search and rescue, hazardous material response, fire, or law enforcement incidents that may be emergency or non-emergency in nature.

R = Rare events seldom occur and opportunities to evaluate Trainee performance in real settings are limited. Examples of rare events include accidents, injuries, vehicle and aircraft crashes. Through interviews, the evaluator may be able to determine if the trainee could perform the task in a real situation

Competency: Assume position responsibilities

Description: Successfully assume role of Incident Commander and initiate position activities at the appropriate time according to the following behaviors.

Behavior*:* Ensure readiness for assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
1. Obtain and assemble information and materials needed for kit. Kit assembled and prepared prior to receiving an assignment. Kit contains critical items needed for the assignment. Kit is easily transportable. The basic information and materials needed <u>may</u> <u>include</u>, but is not limited to, any of the following: **Reference Materials** • Appropriate references for the incident type and agencies involved. • Applicable Incident Business Management Handbook w/supplements. • Functional Guidelines relative to incident type (e.g. ICS Incident Management Handbook or other functional guidelines). • Emergency Responder Field Operations Guide (ERFOG). • Incident specific reference materials; e.g., radio frequencies, pertinent phone numbers, maps, photos, etc. • IMT contact information. **Forms may include, but are not limited to:** (IC should ensure availability of forms for appropriate positions): • ICS 201, Incident Briefing • ICS 202, Incident Objectives • ICS 203, Organization Assignment List • ICS 204, Assignment List • ICS 205, Incident Radio Communications Plan • ICS 206, Medical Plan • ICS 207, Incident Organization Chart • ICS 208, Safety Message/Plan • ICS 209, Incident Status Summary • ICS 211, Incident Check-In List • ICS 213, General Message • ICS 214, Activity Log • ICS 215, Operational Planning Worksheet • ICS 215A, Incident Action Plan Safety Analysis • ICS 218, Support Vehicle Inventory • ICS 220, Air Operations Summary Worksheet (as applicable) • ICS 221, Demobilization Checkout • ICS 225, Incident Personnel Performance Rating • Agency/organization-specific forms appropriate to the function **Supplies may include, but are not limited to:** (IC should ensure availability of supplies for appropriate positions):	I O1 O2 O3 O4		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

• Communication device; ex. radio, phone, etc. • Batteries • Flagging • Belt weather kit and weather forecast worksheets • First aid kit • Calculator • Equipment Shift Ticket book • Individual checklists/reminders • Office supplies appropriate to the function			

Behavior: Ensure availability, qualifications and capabilities of resources to complete assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
2. Identify kind, type, and number of resources required to achieve incident objectives. • Consider: type of incident, topography, incident behavior, exposures and level of urgency. • Consider kinds and types of resources, resource availability, adequate reserves and health and safety factors. • Calculate an appropriate range of control forces using agency/organization standard guidelines and other available methods.	I O1		
3. Manage assigned aviation resources (as needed).	I O1		

Behavior: Gather, update and apply situational information relevant to the assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
4. Receive briefing from supervisor, designated officer or dispatch. • Incident name. • Incident order number. • Request number. • Reporting location. • Reporting time. • Transportation arrangements/travel routes. • Contact procedures during travel (telephone/radio).	I O1 O2 O3 O4		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

5. Gather information necessary to assess incident assignment and determine immediate needs and actions. • Type of incident. • Priorities or values to be protected (life, property, infrastructure, environment, etc). • Recognize potentially hazardous situations. • Inform subordinates of hazards. • Current resource commitments and status. • Current situation. • Expected duration of assignment. • Topography. • Weather. • Agency Administrator's briefing/other briefing requirements (as appropriate). • Incident objectives. • Ordering procedures.	I O1 O2 O3 O4		
6. Receive briefing from Initial Response Incident Commander. • Review ICS 201 (Incident Briefing); prepare ICS 201 if not done by previous IC. • Review and assess situation. • Incident objectives. • Strategy. • Hazards to incident personnel and public. • Current Incident Action Plan. • Method for reconnaissance. • Effectiveness of tactics. • Agencies involved. • ICS organization. • Resource summary. • Check in process. • Radio effectiveness. • Logistical needs.	I O1 O2 O3 O4		
7. Identify and negotiate key transition documents and appropriate incident documentation. For example: • Delegation of authority. • Transition Plan. • Complexity Analysis. • Incident Action Plan (IAP).	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Behavior: Establish effective relationships with relevant personnel.
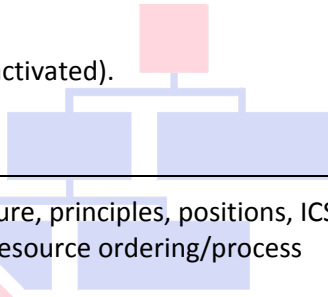
TASK	CODE	EVALUATION RECORD #	EVALUATOR
8. Establish and maintain positive interpersonal and interagency working relationships. • Create a work environment that provides mutual respect and equal opportunity for all personnel assigned to incident. • Recognize functional capabilities of cooperating entities. • Understand applicable policies and agreements affecting the jurisdictions involved	I O1		
9. Manage multi-agency, multi-jurisdictional stakeholder relationships.	I O1 O2 O3 O4		
10. Coordinate with key team members inside and outside the ICS Organization (Command and General Staff, Agency Administrator, EOC/MAC personnel, etc.) to ensure all aspects of the incident objectives are addressed.	I O1		
11. Establish team roles and relationships.	I O1 O2 O3 O4		

Behavior: Establish organization structure, reporting procedures and chain of command of assigned resources.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
12. Establish command presence early.	I O1		
13. Establish team roles and responsibilities.	I O1		
14. Establish and modify an effective ICS organization based upon changing incident and resource conditions.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Behavior: Understand and comply with ICS concepts and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
15. Establish credibility early.	I O1 O2 O3 O4		
16. Establish and modify an effective ICS organization based upon changing incident and resource conditions.	I O1 O2		
17. Recognize jurisdictional boundaries. • Establish unified command when appropriate. • Co-located command post. • Unified and prioritized incident objectives. • Coordinated strategy. • Single coordinated IAP. • One Operations Section Chief (if activated). • Communications plan. • Resource ordering plan.	I O1		
18. Demonstrate knowledge of ICS structure, principles, positions, ICS forms, kinds and types of resources, resource ordering/process and resource management.	I O1 O2 O3 O4		
19. Assure execution of appropriate administrative requirements (to include documentation, ICS forms, etc.).	I O1		
20. Maintain situational awareness of the total incident without focusing on or performing tactical duties.	I O1 O2		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Competency: Lead assigned personnel

Description: Influence, guide and direct assigned personnel to accomplish objectives and desired outcomes in a potentially rapidly changing environment.

Behavior: Model leadership values and principles.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
21. Exhibit principles of duty. • Be proficient in your job, both technically and as a leader. • Make sound and timely decisions. • Ensure tasks are understood, supervised and accomplished. • Train and mentor assigned subordinates.	I O1 O2		
22. Exhibit principles of respect. • Know your subordinates and look out for their well-being. • Keep your subordinates informed. • Build the team. • Employ your subordinates in accordance with their capabilities.	I O1 O2		
23. Exhibit principles of integrity. • Know yourself and seek improvement. • Seek responsibility and accept responsibility for your actions. • Set the example.	I O1 O2		

Behavior: Ensure the safety, welfare and accountability of assigned personnel.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
24. Implement procedures to recognize potentially hazardous situations in your working area.	I O1		
25. Ensure subordinates are informed of hazards.	I O1		
26. Comply with agency/organization health and safety requirements. • Ensure tactical plans are based on health and safety consideration/guidelines. • Spot check tactical operations to ensure compliance with health and safety considerations.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Behavior: Establish work assignments and performance expectations, monitor performance and provide feedback.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
27. Direct and coordinate incident personnel. • Assign responsibility for areas or functions. • Use interim ICS positions if complexity or span of control indicates need. • Ensure effective use of assigned multi-agency resources.	I O1		
28. Assign resources according to incident priorities.	I O1		
29. Direct changes in personnel and resources based on the progression of an incident.	I O1		
30. Prepare and discuss performance evaluations with subordinates.	I O1		

Behavior: Emphasize teamwork.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
31. Establish cohesiveness among assigned resources. • Establish trust through open communications. • Require commitment • Set expectations of accountability • Bring focus to the team result."	I O1		

Behavior: Coordinate interdependent activities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
32. Manage for logistical support needs of incident. • Food • Water • Fuel • Relief personnel • Medical • Transportation (ground support) • Shelter (facilities)	I O1 O2 O3 O4		
33. Incorporate assigned aviation resources into overall incident activities as needed.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Competency: Communicate effectively

Description: Use suitable communication techniques to share relevant information with appropriate personnel on a timely basis to accomplish objectives in a potentially rapidly changing environment.

Behavior: Ensure relevant information is exchanged during briefings and debriefings.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
34. Receive briefing from supervisor, designated officer or dispatch. • Location. • Ownership/jurisdiction. • Access. • Size • Incident-specific characteristics • Topography. • Weather • Values to be protected. • Special hazards or threats. • Resources available, committed and ordered. • Demobilization and transition parameters. • Incident objectives. • Ordering procedures.	I O1 O2 O3 O4		
35. Brief and keep subordinates informed. Concise briefing includes: • Incident objectives and strategy. • Tactics. • Hazards. • Priorities and values to be protected (life, property, infrastructure, environment, etc.). • Health and safety considerations. • Factors affecting incident operations. • Organization. • Resources in reserve. • Radio frequencies.	I O1 O2 O3 O4		
36. Report to the supervisor, designated officer or dispatch. • Existing situation. • Strategy and tactics. • Need for additional resources. • Priorities and values to be protected (life, property, infrastructure, environment, etc.). • Incident reporting location.	I O1 O2 O3 O4		
37. Brief and provide complete and accurate records to relief when appropriate.	I O1 O2 O3 O4		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
38. Brief and submit a complete incident documentation package to supervisor, designated officer or dispatch at end of incident action.	I O1		
39. Lead an after-action review to share findings and recommendations with appropriate personnel using an objective delivery format.	I O1		

Behavior: Ensure documentation is complete and disposition is appropriate.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
40. Initiate and maintain ICS 201 (Incident Briefing) until IAP is developed and briefed. • Incident objectives and strategy. • Changes in incident situation. • Tactical decisions. • Resource summary. • Organization. • Sketch map. • Health and safety issues and hazards.	I O1 O2 O3 O4		
41. Record and maintain essential information. • Incident objectives and strategy. • Changes in situation. • Changes in strategy and tactics. • Property loss or damaged. • Resource summary. • Organization. • Sketch map.	I O1		
42. Maintain adequate records as to events, use of personnel, equipment and supplies as well as other data for incident management needs. • ICS 201(Incident Briefing). • IAP when written. • Property loss/damage report. • Rental agreements. • Time sheets. • Accident forms. • Equipment time reports. • Agency-required incident reports.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Behavior: Gather, produce and distribute information as required by established guidelines and ensure understanding by recipient.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
43. Ensure command and general staff receive information necessary to perform their jobs and ensure they understand what to do with the information.	I O1 O2 O3 O4		

Behavior: Communicate and ensure understanding of work expectations within the chain of command and across functional areas.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
44. Advise subordinates of changes in incident strategy and tactics based on changing conditions.	I O1 O2 O3 O4		

Behavior: Develop and implement plans and gain concurrence of affected agencies and/or the public.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
45. Develop a written Incident Action Plan for next operational period including: • Analyze alternate strategies (explain decision). • Validate or revise incident objectives. • Strategy and alternate strategy. • Tactical direction. • Information covering health and safety principles, known hazards, and importance of all periods. • Coordinated sequence of events. • ICS organization. • Resource assignments. • Reserve resources. • Immediate support needs. • All appropriate attachments.	I O1 O2 O3 O4		
46. Develop other plans such as, but not limited to: • Contingency plans. • Media and public information plans. • Long term plans • Incident Emergency Plans (incident within an incident). • Mitigation/treatment plan. • Demobilization plan.	I O1 O2 O3 O4		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

Behavior: Administer and/or apply agency policy, contracts and agreements.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
47. Ensure all applicable agencies' policies, contracts, and agreements are followed. • Federal/tribal/state/territorial/regional/local relationships (as appropriate). • Roles and responsibilities of potential responder agencies. • Scope, jurisdiction and authority of potential responder agencies.	I O1		
48. Participate in the development of an "Incident within the Incident Plan" based on a potential incident that could occur during incident operations. • Review Team :Incident within an incident" procedures	I O1		

Behavior: Gather, analyze and validate information pertinent to the incident or event and make recommendations for setting priorities.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
49. Identify kind, type and number of resources required to achieve incident objectives. • Consider: type of incident, terrain, incident behavior, exposures and level of urgency. • Consider kinds and types of resources, resource availability, adequate reserves and health and safety factors.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Task	Code		
50. Review, validate and modify Incident Action Plan (IAP). • Analyze alternate strategies (explain decision). • Validate or revise incident objectives. • Strategy and alternate strategy. • Tactical direction. • Information covering health and safety principles, known hazards and importance of all periods. • Coordinated sequence of events. • ICS organization. • Resource assignments. • Reserve resources. • Immediate support needs.	I O1		
51. Analyze situation to determine necessary changes. • Hazards. • Reconnaissance. • Objectives. • Access/egress. • Values to be protected. • Evacuation/sheltering potential. • Check in process. • Communications. • ICS organization. • Tactical coordination. • Weather and topography. • Responder fatigue. • Logistical considerations. • Jurisdictional responsibilities. • Span of control.	I O1 O2		
52. Monitor the weather and other environmental factors to anticipate changes that may affect the incident. • Request weather forecasts as needed. • Communicate weather to subordinates.	I O1 O2		
53. Evaluate progress. • Evaluate incident complexity. • Monitor tactical operations. • Compare actual progress to planned tactics. • Decide if plan will accomplish incident objectives.	I O1 O2		

Behavior: Prepare clear and concise assessments regarding hazards, hazard behavior, weather and other relevant events.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
54. Ensure assessments of key incident parameters provide actionable information to staff.	I O1		

Behavior: Make appropriate decisions based on analysis of gathered information.

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
55. Decide if plan will accomplish incident objectives.	I O1		
56. Recognize when the incident expands beyond extended Response capabilities. Determine if incident complexity exceeds IC's skill level. • Maintain health and safety, communications and control of extended response resources and incoming resources. • Notify supervisor, designated officer or dispatch. • Determine priorities with designated officer or supervisor for interim period until relieved by incoming IC.	I O1 O2 O3 O4		
57. Determine when incident objectives are met.	I O1		

Behavior: Take appropriate action based on assessed risks.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
58. Evaluate or establish ICP location.	I O1 O2 O3 O4		
59. Establish unified command when appropriate.	I O1 O2		
60. Take necessary precautions to ensure the values to be protected and control measures are secured.	I O1		
61. Multi-task effectively.	I O1 O2		
62. Demonstrate ongoing awareness of environment, recognize changing incident complexity and take appropriate action. • Complete a complexity analysis, revise as necessary, act on results when appropriate, and provide results to appropriate individuals.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Behavior: Modify approach based on evaluation of incident situation.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
63. Review, validate and modify Incident Action Plan (IAP). • Analyze alternate strategies (explain decision). • Validate or revise incident objectives. • Strategy and alternate strategy. • Tactical direction. • Information covering health and safety principles, known hazards and importance of all periods. • Coordinated sequence of events. • ICS organization. • Resource assignments. • Reserve resources. • Immediate support needs.	I O1		
64. Adjust incident strategy and tactics to meet changing conditions. • Assign resources according to incident priorities. • Change tactics where needed. • Advise subordinates of changes.	I O1		
65. Adapt to expanding boundaries when incident escalates and maintain incident control • If the incident expands, notify supervisor, designated officer or dispatch and coordinate request per local ordering protocol.	I O1		
66. Validate and revise incident objectives, advise subordinates of changes.	I O1		
67. Demonstrate ongoing awareness of environment, recognize changing incident complexity, and take appropriate action. • Complete a complexity analysis, revise as necessary, act on results when appropriate, and provide results to appropriate individuals.	I O1		

Behavior: Follow established procedures and/or health and safety procedures relevant to given assignment.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
68. Ensure everyone incorporates health and safety into their job responsibilities and activities.	I O1 O2 O3 O4		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

Behavior: Ensure operations consider socio-economic, political and cultural aspects.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
69. Recognize and protect resources of natural and cultural significance. • Utilize technical specialists as appropriate.	I O1 O2 O3 O4		

Behavior: Plan for demobilization and ensure demobilization procedures are followed.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
70. Consider demobilization and/or transition early enough during the incident so an adequate Demobilization/Transition Plan is in place prior to the actual need to release resources.	I O1		
71. Demobilize incident resources by predetermined priorities or as work progress dictates.	I O1		

Behavior: Transfer position duties while ensuring continuity of authority and knowledge and taking into account the increasing or decreasing incident complexity.

TASK	CODE	EVALUATION RECORD #	EVALUATOR
72. Consider demobilization and/or transition early enough during the incident so an adequate Demobilization/Transition Plan is in place prior to the actual need to release resources.	I O1		
73. Ensure development, approval and implementation of transfer of command when incident escalates/deescalates.	I O1		
74. Monitor and document progress toward incident objectives and prepare for transition.	I O1		
75. Determine with replacement time of transfer.	I O1		
76. Communicate transfer of command to operations and command staff.	I O1		
77. If necessary, coordinate with agencies about transfer of command back to local jurisdiction.	I O1		
78. During transition, participate in IMT in-brief or provide field briefing to IMT Command and General staff personnel.	I O1		

Evaluate the numbered tasks ONLY. DO NOT evaluate bullets; they are provided as examples/additional clarification.

INSTRUCTIONS FOR COMPLETING THE EVALUATION RECORD

There are four separate blocks allowing evaluations to be made. These evaluations may be made on incidents, simulations in classroom or in daily duties, depending on what the position task book indicates. This should be sufficient for qualification in the position if the individual is adequately prepared. If additional blocks are needed, a page can be copied from a blank task book and attached.

COMPLETE THESE ITEMS AT THE START OF THE EVALUATION PERIOD:

Evaluator's name, incident/office title, agency, and email: List the name of the evaluator, his/her incident position or office title, agency and email.

Evaluator's home unit address and phone: Self-explanatory

#: The number next to the evaluator's name in the upper left corner of the evaluation record identifies a particular incident or group of incidents. This number should be placed in the column labeled "Evaluation Record #" on the PTB for each task performed satisfactorily. This number enables reviewers of the completed PTB to ascertain the qualifications of the different evaluators prior to making the appropriate sign-off on the PTB.

Location of Incident/Simulation: Identify the location where the tasks were performed by agency and office.

Incident Kind: Enter kind of incident

Complexity: Identify complexity of incident or sub-incident that the evaluation is for by Type.

COMPLETE THESE ITEMS AT THE END OF THE EVALUATION PERIOD:

Number and Type of Resources: Enter the number of resources and types assigned to the incident pertinent to the trainee's task book position.

Duration: Enter inclusive dates during which the trainee was evaluated. This block may indicate a span of time covering several small and similar incidents if the trainee has been evaluated on that basis.

Recommendation: Check as appropriate and/or make comments regarding the future needs for development of this trainee.

Date: List the date the record is being completed.

Evaluator's initials: Initial here to authenticate your recommendations and to allow for comparison with initials in the PTB.

Evaluator's relevant qualifications: List your relevant qualifications to the trainee position you supervised.

Evaluation Record

TRAINEE NAME	TRAINEE POSITION

#1	Evaluator's name:	Email:

Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Complexity Type 1, 2, 3

The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

_____ The individual has successfully performed all tasks for the position and should be considered for certification.
_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.
_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations: _____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant qualification:_____

#2	Evaluator's name:	Email:

Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Complexity Type 1, 2, 3

The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

_____ The individual has successfully performed all tasks for the position and should be considered for certification.
_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.
_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.
_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations: _____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant qualification:_____

Evaluation Record
(Continuation Sheet)

TRAINEE NAME	TRAINEE POSITION

#3	Evaluator's name:		Email:	

Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or Situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Complexity Type 1, 2, 3

The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

_____ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations: _____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant qualification:_____

#4	Evaluator's name:		Email:	

Incident/office title & agency:

Evaluator's home unit address & phone:

Name and Location of Incident or situation (agency & area)	Incident Kind (hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)	Number & Type of Resources Pertinent to Trainee's Position	Duration (inclusive dates in trainee status)	Complexity Type 1, 2, 3

The tasks initialed and dated by me have been performed under my supervision in a satisfactory manner by the above named trainee. I recommend the following for further development of this trainee.

_____ The individual has successfully performed all tasks for the position and should be considered for certification.

_____ Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation.

_____ The individual was not able to complete certain tasks (comments below) or additional guidance is required.

_____ The individual is severely deficient in the performance of tasks for the position and needs further training (both required and knowledge and skills needed) prior to additional assignment(s) as a trainee.

Recommendations: _____

_____

Date: _____ Evaluator's initials: _____

Evaluator's relevant qualification:_____